

LINDA LINGLE  
GOVERNOR OF HAWAII



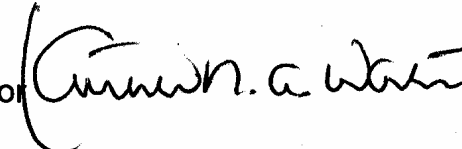
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**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

September 30, 2004

TO: All Department Heads

FROM: Kathleen N. A. Watanabe, Director 

SUBJECT: Enrollment Opportunity for the Upcoming Program of the Hawaii Leadership Academy

We are pleased to announce the next offering of the Hawaii Leadership Academy (HLA) which is the premier leadership training program for Hawaii State government managers.

The purpose of the HLA is to ensure that State government managers acquire the ability to reach the goals of today and meet the new challenges of tomorrow. Through a carefully planned curriculum and learning experience, managers gain the competencies needed to successfully lead their units in carrying out their missions. Their progress is also monitored by their supervisor in applying the competencies on the job.

Through your early and strong support, we successfully inaugurated our HLA in July of 2001. To date, 162 upper and middle level government managers have participated in this program. Participants and their supervisors have indicated much satisfaction with this enrichment program.

**December 13, 2004** is the deadline for you to submit your nominations for the session which begins in May 2005 by submitting the following forms, copies of which are attached:

- Participant Work History Form for each nominee
- Enrollment Commitment Form

An early registration and commitment deadline is necessary due to the long lead time that the U.S. Office of Personnel Management requires to schedule instructors who are in high demand by both the public and private sectors. Purchase Order numbers are required to assure actual payment of \$5,940 per participant which is due on April 15, 2005. In the event that nominees

who are registered for the program should cancel their enrollment after February 1, 2005, agencies will be required to pay the full tuition fee.

The dates of the program are listed on the attached flier which we ask that you distribute in your department. Your departmental personnel officer has other details on the program including the curriculum and enrollment procedures.

In closing, please provide your personal support for this wonderful opportunity for members of your management team to participate in this leadership development program. By enrolling your managers, you can further the attainment of your departmental vision in achieving the goals of this administration.

#### Attachments

c: Bob Awana, Chief of Staff, Governor's Office  
All Departmental Personnel Officers